

**Minutes  
Windsor Town Council Work Session  
Town Hall  
September 15, 2009**

The Windsor Town Council met for a work session on September 15, 2009 at 4:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Marvin A. Crocker, Jr. was present, and he called the meeting to order. Terry Whitehead, Deputy Town Clerk, recorded the minutes. John L. Rowe, Jr., Interim Town Manager, Michael Stallings, Assistant Town Manager/Planning and Zoning Administrator, and Joshua Pretlow, Jr., Town Attorney were present.

Council members present: J. Clinton Bryant  
William L. Jones  
Carita J. Richardson  
Durwood V. Scott  
Greg Willis

Council member absent: Wesley F. Garriss

Mayor Crocker said that Councilman Garriss would not be attending the meeting because he is not feeling well.

**Construction of Sidewalks**

Mayor Crocker said the reason for this work session today is to discuss the use of the \$65,000 in federal stimulus money that the Town will receive for the construction of sidewalks. Mayor Crocker asked Mr. Rowe to brief Council.

Mr. Rowe said he recommends that Council set as the goals for the outcome of today's meeting to select a sidewalk project, and to authorize the Town Manager to proceed with the engineering for this project. He said he recommends that Council authorize that the Town pay for the engineering work out of the current year's budget. Mr. Rowe said he recommends that R. Kenneth Weeks Engineers, the Town's engineer of record, conduct the engineering work, because this firm probably knows more about the geography of the Town than any other engineers in this area. Mr. Rowe said he is impressed with the work they are doing on our water project.

Mr. Rowe said this particular federal funding has some conditions that the Town must comply in order to use the money. He said first, in using federal funds to construct sidewalks, the federal government requires that the new sidewalks have logical termini; he said this is to prevent construction of a sidewalk that does not go anywhere. Mr. Rowe said second, the Town must commit the funds by March 2010. Mr. Rowe said due to time restrictions, and in order to get the most sidewalks constructed for the Town's money, construction must only occur

within existing right of way. He said that the Town must deliver to VDOT all construction and bid documents by February 15, 2009 for its review before advertisement for bids. Mr. Rowe said the Town must place the advertisement for bids no later than March 2, 2010.

Mr. Rowe asked Mr. Stallings to give an overview of the existing and proposed sidewalks in the Town.

Mr. Stallings said there is a map in Council's packets with the existing sidewalks marked in red and the proposed sidewalks marked in green. Mr. Stallings said that Windsor High School does not have a complete set of sidewalks to serve the school. He said directly in front of the high school entrance, the school has sidewalks that come down the main entrance, but they do not tie into another set of sidewalks. He said the proposed locations for sidewalks showing on the map are directly in front of the high school, and starting at the intersection of Church Street and Duke Street running next to the baseball field down to the intersection of Duke Street and Virginia Avenue. Mr. Stallings said this will create a safer environment at the school, and it will complete the sidewalk system around the high school. He said through cost estimates obtained from local engineers, he estimates that the Town can construct between 1,500 and 2,000 feet of sidewalks with the \$65,000 in federal funds. Mr. Stallings said the map depicts approximately 2,050 feet of new sidewalk construction. He said he recommends that the Town construct as much of this project as the funds will allow.

Mayor Crocker asked if the Town has right of way to put sidewalks in this particular area. Mr. Stallings said this is the logical area that the Town has right of way, and the Town can make logical beginning and ending points.

Vice-Mayor Jones said he does not have a problem with the location of the proposed sidewalks, but he is concerned that citizens will complain that the Town already has sidewalks on the other side of the street at this particular area. He said they may ask why not put sidewalks in another area in Town.

Councilwoman Richardson agreed with Vice-Mayor Jones. She said she also feels that the Town should ask the four homeowners at the north end of Duke Street how they feel about the sidewalks being constructed in front of their homes. Councilwoman Richardson said if they are adamantly against the sidewalks, then she may have a problem with the location of this particular sidewalk.

Councilwoman Richardson asked if the money had to be spent on sidewalks, and if there are other transportation problems in Town that need attention. She said there may be a problem on Bank Street with sidewalks and poor drainage. Mr. Rowe said the money can be spent on any transportation project.

Councilman Scott suggested putting sidewalks somewhere on Route 460 because there are limited amount of sidewalks on Route 460 at the present time.

Council discussed doing what is necessary to install a battery pack for the traffic signal at the six-way intersection to make it possible for citizens to be able to get through the intersection, when the power goes out.

Councilman Bryant made a suggestion that the Town provide the battery pack for the six-way intersection and construct sidewalks in front of the high school.

Council discussed other transportation projects and sidewalk locations on Route 460 and Highway 258.

After discussion, Council agreed to have staff check using the \$65,000 in federal funds for VDOT's installation of a battery pack at the six-way intersection, to construct sidewalks in front of the school, and to extend sidewalks west along the north side of Route 460 starting at the existing sidewalk to Highway 258, and up to Windsor Manor Mobile Home Park, if right of way is available. With 100 percent consensus of Council, a motion was not necessary.

Mr. Stallings said he would check into a battery pack being installed at the six-way intersection, and he would contact VDOT to make sure the Town has right of way west on Route 460 starting at the existing sidewalk to Highway 258, and up to Windsor Manor Mobile Home Park to construct new sidewalks.

The meeting adjourned at 5:35 p.m.

Respectfully Submitted,

Terry Whitehead  
Deputy Clerk/Treasurer